



## **EMPLOYEE PERFORMANCE EVALUATION PROCEDURE**

PERSONNEL | 300.329

### **Last Evaluation**

1/3/2024

### **Executive Staff Approval**

1/29/2024

### **Employee Evaluation**

2/6/2024

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## **1. Procedure Statement**

The purpose of the Mountainland Technical College (MTECH) Employee Evaluation Procedure is to:

- 1.1 Provide an evaluation procedure which is reasonably fair, consistent and valid.
  - 1.2 Provide evaluation and guidance for employees to help them acquire and demonstrate the skills required for success.
  - 1.3 Assess ongoing individual performance in order to recognize demonstrated excellence and identify performance and provide for remediation.
  - 1.4 Encourage employee behaviors which contribute to student progress and success.
  - 1.5 Encourage employees to strive to improve the quality of education and services at the college.
  - 1.6 Encourage supervisors to communicate, advocate, and celebrate with their employees in an effort to build strong working relationships.
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## **2. Procedure**

2.1 The employee evaluation and review process shall be conducted in a manner which promotes the concepts of continuous improvement and frequent interaction between employees and their supervisor.

2.1.1 Ideally, communication and feedback exist continuously between a supervisor and their employees. However, even when feedback is freely given and received, a more formal annual review is necessary. The frequent communications should be such that in most cases, employees will have few, if any, surprises during the annual reviews.

2.1.2 Supervisors are accountable for completion of their employee evaluations as part of their own annual review. Due dates will be established to ensure each level of the organization completes employee evaluations for their direct reports as instructed. Final completion of employee reviews will be confirmed by the Vice President of each division prior to their own evaluation by the College President.

2.1.3 Formal evaluations are to be completed annually for all MTECH employees using the ADP employee evaluation templates.

The expected completion date for these formal evaluations is staggered:

2.1.3.1 Supervisor evaluations of their employees are due the first Friday of November.

2.1.3.2 Director evaluations of supervisors are due the second Friday of November.

2.1.3.3 Associate Vice President evaluations of Directors and staff are due by the third Friday of November.

2.1.3.4 Vice President evaluations of Associate Vice Presidents and staff are due the last Friday of November.

2.1.3.5 The President will evaluate the Vice Presidents and the Assistant to the President by the first Friday of December.

2.1.4 It is the responsibility of the supervisor to schedule a mutually acceptable time with the employee.

2.1.5 Annual job description review by supervisors and employees is also a requirement, and should be completed during the annual review. Necessary updates should be submitted to Human Resources for approval.

2.2 The objectives of this evaluation process are to

2.2.1 Review and/or clarify job objectives and responsibilities

- 2.2.2 Review standards against which performance will be measured;
  - 2.2.3 Identify employee developmental needs and strategies to address these needs;
  - 2.2.4 Enhance communication between employee and supervisor
  - 2.2.5 For faculty, ensure the required professional development hours have been met.
  - 2.2.6 Review prior professional goals and make new goals for future success.
- 2.3 Employees who disagree with a portion, or all of the review, have the chance to comment and express their point of view in a provided section of the review.

### 3. Evaluation History

Last Evaluation	Executive Staff Approval	Employee Evaluation
10/10/2016	10/17/2016	11/8/2016
7/25/2017	8/7/2017	8/11/2017
7/1/2018	7/16/2018	
4/29/2019   no changes	4/29/2019	5/2/2019
6/3/2020	6/8/2020	8/6/2020
5/12/2021	5/17/2021	9/2/2021
12/8/2021	1/11/2022	11/7/2022
7/25/2023	8/14/2023	8/4/2023
1/3/2024	1/29/2024	2/6/2024